North Central
Regional Transit District
Job Description

Title:	Fleet & Facilities Maintenance Manager	**Code:**	**220**
Division:	Fleet & Facilities	**Effective Date:**	04/13
Department:	Operations	**Last Revised:**	

GENERAL PURPOSE

Performs **administrative and supervisory duties** as needed to plan, organize and coordinate the day-to-day fleet and facilities operations including transit bus fleet maintenance, repair and parts procurement, fleet & facilities safety compliance, facilities maintenance & repair and surplus property and equipment disposal.

SUPERVISION RECEIVED

Works under the general supervision of the Transit & Maintenance Operations Director.

SUPERVISION EXERCISED

Provides close to general supervision of Facilities Maintenance Specialist and Fleet & Facilities Maintenance Worker.

ESSENTIAL FUNCTIONS

Assists in development and management of budgets for expenses including supplies, repairs, and other needs; monitors expenditures and account balances to ensure compliance with established spending limitations and financial management objectives.

Manages fleet fuel credit card program; recommends and implements policy and practice related to fuel card use; monitors driver compliance with established guidelines; generates daily, monthly, and quarterly reports to review and analyze fuel consumption and forecast operational demands.

Manages and oversees the maintenance and administration, utilizing fleet maintenance software, of all aspects of the organization's fleet transportation vehicles; oversee all operations for transit fleet vehicles, including the procurement, servicing, operation, maintenance, and repairs of NCRTD vehicles.

Monitors, evaluates, and improves operations related to the efficiency, safety, and financial effectiveness of the fleet; researches, evaluates, and participates in the procurement and negotiation of vehicle replacement, including the preparation of customized specifications for NCRTD needs.

Directs and performs safety inspections of all new and existing vehicles to ensure vehicles are in compliance with established laws, regulations, and policies; ensures the proper and timely repair of vehicles in violation of safety standards.

Serves as fleet operator trainer; acts as CDL examiner; trains drivers in pre-trip procedures and inspection processes; may conduct "maneuvering over the road" driving examinations; ensures compliance with New Mexico DOT commercial driver licensing laws, rules and regulations.

Assists the Transit & Maintenance Operations Director as needed and acts as the Transit & Maintenance Operations Director in his absence as assigned by the Executive Director.

Directs and monitors off-site maintenance and repair of vehicles; establishes effective working relationships with contract service providers as needed to expedite the completion of maintenance and repair to return vehicles to operation and service; monitors quality of services received; directs and oversees emergency repair and recovery functions for roadside vehicles; develops schedules for vehicle maintenance and repair and ensures adherence to such schedules.

Manages and coordinates the acquisition of vehicles, materials, equipment, parts, etc., in compliance with NCRTD Procurement Codes; solicits bids according to established guidelines; participates in making bid awards to most responsible bidders; maintains stock and supplies to meet maintenance and servicing needs for both fleet and buildings; directs related inventory functions.

Manages the final disposition and disposal of shop waste and surplus equipment, including used NCRTD vehicles according to all laws and regulations; maintains all records and requirements for the fleet, including vehicle registrations, inspection records, repair records, and records for warranties, etc.

Manages the construction and maintenance of infrastructure associated with bus line stops and passenger waiting areas; oversees installation of signage and postings related to infrastructure needs and requirements.

Manages, oversees and administers, utilizing facilities maintenance software, the maintenance of all aspects of the organization's Administrative, Operations, and Maintenance Facility (The Jim West Building); ensure that all building systems continue to operate efficiently and that the physical condition of the facility does not deteriorate; ensures that all building features are in compliance with all regulations and policies.

Maintains records for maintenance and repair work on the facility and to record all safety inspections; develops schedules and priorities for maintenance and repair work on the facility and ensures the adherence to such schedules; ensures compliance with facility safety standards.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from college with bachelor's degree in public facilities management, fleet administration or a directly related field;

   AND

   A. Five (5) years of progressively responsible experience performing above or related duties, two (2) years in a supervisory capacity;

   OR

   C. An equivalent combination of education and experience related to "rolling stock" management and facility maintenance. .

2. Knowledge, Skills and Abilities:

   Considerable Knowledge of methods, practices, and procedures of fleet management and building maintenance and repair; business and financial principles, such as budgeting, contract development, and the establishing of price agreements; depreciation factors and fleet condition reports. **Working knowledge of** the Wright Express Fuel Card System; NCRTD Procurement Code; occupational hazards and the necessary safety precautions applicable to vehicle and building maintenance work.

   Considerable skill in the art of diplomacy and cooperative problem solving. **Skill in** using personal computers and applicable software applications including spreadsheets programs; operating audio visual equipment; public speaking; math skills; English and grammar skills; hand and power tools.

   Ability to clearly and effectively communicate both verbally and in writing.

3. Special Qualifications:

   Must possess a valid Driver's License with a satisfactory driving record. Must be able to obtain a CDL Class B license with passenger (P) endorsement within three months of employment with the District. Demonstrated skill in computer software programs including MS Word, Excel, Outlook, and PowerPoint. Must be able to work with no advance notice additional hours, evenings, on-call, holidays and weekends and be able to travel. This position is deemed to be a safety sensitive position under FTA drug and alcohol regulations, and therefore is subject to random drug testing.

4. Work Environment:

   Incumbent of the position generally performs in a facilities setting with appropriate climate controls. Tasks require a variety of physical activities, generally involve moderate muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Must be able to lift 20 lbs. Regular talking, hearing and seeing required in the normal course of performing the job. Common eye, hand and finger dexterity required to perform various essential functions. Mental application utilizes memory for details, listening, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in normal course of job performance.

PROFESSIONAL STANDARDS AND VALUES

At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following **Professional Standards** are crucial for you to embody if we are going to be a match as employer and employee.

We Value
Professional Excellence

Neighborly
Communication
Respectful
Trustworthy
Dedicated

In addition to being competent in the essential functions outlined above and minimum qualifications outlined below, you have an important professional role to play in NCRTD. To fill that role, you are expected to practice the following attitudes and behaviors while at work.

- ✓ Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
- ✓ Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
- ✓ Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- ✓ Keep a positive, "can do" attitude toward tasks, coworkers, management and customers.
- ✓ Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- ✓ Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- ✓ Be a steward (1) of our organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).